

# CHECKLIST FOR PROCESSING NEW APPLICATIONS

SERIAL NUMBER 09/296, 990

revised 6/29/95

## INSTRUCTIONS:

1. Make a checkmark beside each item IF verified.
2. If corrections are required, write notes to the examiner or supervisor on reverse side.

### 1. FACE OF THE FILE

- ☒ 1. Printed and stamped serial numbers match the bar code label.
- ☒ 2. Filing Date present.
- ☒ 3. Class/Subclass present.
- ☒ 4. Applicant(s) name present.
- ☒ 5. Total number of drawings present.
- ☒ 6. Total number of claims present.
- ☒ 7. Total number of independent claims present.
- ☒ 8. Filing fee received present.
- ☒ 9. Mailing address present.
- ☒ 10. Title of invention present.

### 2. CENTER OF THE FILE

#### A. DRAWINGS

- ☐ 1. None (go to B)
- ☒ 2. Serial Number present and correct on each sheet.
- ☒ 3. Number of sheets entered on line 1 of contents.

#### B. SMALL ENTITY STATEMENT

- ☐ 1. None and not recorded on face of file (go to C)
- ☒ 2. Statement present.
- ☒ 3. Small Entity recorded on face of file.

#### C. DECLARATION OR OATH

- ☒ 1. Title matches face of file and specification.
- ☒ 2. Declaration phrase present. (I hereby declare all...)
- ☒ 3. (Original and first inventor or inventors...) phrase present.
- ☒ 4. (Reviewed and understand the contents of the application, including claims...) phrase present.
- ☒ 5. (Acknowledge duty to disclose information in accordance with 1.56(a)...) phrase present.
- ☒ 6. Residence, citizenship, post office address of all applicants present.
- ☒ 7. Signed by all applicants.
- ☐ 8. Less than 3 months before filing date, or less than six months after filing date.

### D. CLAIMS (as filed)

- ☒ 1. Complete form 1360 and 875: (forms on right side of file)
- ☒ 2. Circle independent claims on the Index of Claims.
- ☒ 3. Draw line under the last claim number on the Index of Claims.

### E. SPECIFICATION

- ☒ 1. Serial Number present and correct.
- ☒ 2. Specification in permanent ink.
- ☒ 3. Brief Description of each drawing figure.
- ☒ 4. No missing or duplicate pages.
- ☒ 5. No holes punched in text.

### F. ABSTRACT

- ☐ 1. None (go to G)
- ☒ 2. Serial Number present and correct.
- ☒ 3. Abstract on separate page.
- ☒ 4. 25 lines or less.
- ☒ 5. One paragraph ONLY.

### G. PTO-1556

- ☐ 1. Present

### H. PRE-AMENDMENTS (found on right side of file)

- ☒ 1. None (go to I)
- ☐ 2. Enter on Contents of filewrapper.
- ☐ 3. Instruction to cancel claims.
- ☐ 4. Claims canceled on Index of Claims.
- ☐ 5. Instruction to add claims.
- ☐ 6. Circle new independent claims on the Index of Claims.
- ☐ 7. Draw line under the new last claim number on Index of Claims.
- ☐ 8. Complete forms 1360 and 875.

### I. PTO-948

- ☒ 1. Present

### 3. RIGHT SIDE OF FILE

- ☐ 1. PALM File Data sheet present.
- ☒ 2. Transmittal letters present.
- ☒ 3. Forms 1360 & 875 present/complete.
- ☐ 4. Miscellaneous Papers present/entered.
- ☐ 5. Petition to Make Special present. (Enter and place in the center)
- ☒ 6. Drawing prints present. (2 copies)

### FEES

- ☒ 1. Correct filing fee paid.
- ☒ 2. Excess claims fees paid:
  - ☒ a. Excess total claims more than 20.
  - ☒ b. Excess independent claims more than 3.
  - ☒ c. First multiple dependent claim fee paid.
- ☐ 3. Miscellaneous paper fee paid.

### FINAL STEPS

- ☒ 1. Sign and date center of filewrapper, under flap.
- ☒ 2. Docketed to examiner.

### NOTES TO SUPERVISOR:

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### NOTES TO EXAMINER:

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### SIGNATURE OF PREPARER:

Stephen Zocco DATE: 11/30/99